

**IPEDS Web-Based Data Collection, Winter 2004-2005/Spring 2005**  
**Edit Specifications for Fall Enrollment**

**Part A - Fall Enrollment Summary by Racial/Ethnic Category and Gender**

The generated total enrollment for undergraduates, graduates, and first-professionals by student level and gender should be within plus or minus 50% of the prior year. This edit will be performed if either current or prior year's count is greater than 30. A WARNING message will be issued, and the respondent must either adjust the current enrollment or confirm the change.

If an institution does not report any enrollment for a level (undergraduate, graduate, first-professional) reported on the Fall Institutional Characteristics, a WARNING message will be issued requiring some response by the institution.

The race/ethnicity distribution for the current year will be compared with the prior year by gender, based on the totals calculated for grand total page as follows:

- Calculate the percent distribution of men by each race/ethnicity category for both current year (CY) and prior year (PY)
- Disregard the White, non-Hispanic category and calculate the absolute value of the differences in percent distribution.
- Calculate the sum of these differences. If this sum is greater than 20, a WARNING message will be issued, and the respondent must either adjust the current enrollment or confirm the change.

Repeat the same process for women.

For example:

Race/ethnicity	Current year percent distribution	Prior year percent distribution	Absolute CY - PY
Non-Resident Alien	6	16	10
Black, non-Hispanic	25	10	15
American Indian/Alaskan Native	1	3	2
Asian/Pacific Islander	8	6	2
Hispanic	10	9	1
White, non-Hispanic	50	46	4
Race/ethnicity unknown	0	10	10

In this example, the sum of the absolute differences is 44, which is greater than 20 and will generate a WARNING message.

## **Part B - Fall Enrollment by Age and Gender**

Totals from Part A will be inserted into corresponding Part B totals. Sum the enrollments by age for each gender and calculate "Age unknown/unreported" (total minus the sum of ages). This value cannot be negative.

If data is reported for a student level which was not reported in Part A, the respondent must take corrective action.

(For years when Part B is not optional): There must be enrollments in one or more age category for each student level and gender reported on Part A. Also, if the "Age unknown/unreported" for either gender is greater than 20 % of the total (taken from Part A), a WARNING message will be issued, and the respondent must either report more fully or provide an explanation.

## **Part C - Residence of First-time Undergraduate Students**

The total enrollment for first-time students (both men and women, full- and part-time) will be inserted into Part C, column 1 total. Sum the enrollments by state of residence for column 1 and calculate "Residence unknown/unreported" (total minus sum of states). This value cannot be negative. Also sum the enrollments by state for column 2 (students graduating high school in previous 12 months) and enter in total line.

If enrollments are reported in column 1 of Part C but no first-time enrollments were reported in Part A, the respondent must take corrective action.

For each state the value in column 1 must be greater than or equal to the value in column 2. Respondents must correct any failures of this edit.

If the total enrollment from Part A is greater than zero and Part C is not optional, there must be enrollments in column 1 for some states. If the calculated Unknown for column 1 is greater than 20% of the total, a WARNING message will be issued, and the respondent must either report more fully or provide an explanation.

The total of column 2 should be at least 20% of the total of column 1. A WARNING message will be issued, and the respondent must either adjust the counts or confirm the data. NOTE : This edit is only performed on the totals, not for each state.

The following edit is performed for public institutions with enrollment reported for one or more states only.

The total value in column 1 for the institution's home state should be at least 20% of the total. A WARNING message will be issued, and the respondent must either adjust the counts or confirm the data. This edit is performed for the 50 states and District of Columbia.

## **Part D - Entering Class**

The number of full-time first-time undergraduates is brought from Part A and is the institution's fall cohort. The total entering students at undergraduate level which the institution enters in Part D must be greater than or equal to the fall cohort. Respondent must correct any failure of this edit.

For institutions whose IC indicates undergraduate programs more than 1 year: If the number entered on Part D is greater than or equal to the total undergraduates in Part A (men+women, full+part time) respondent must either adjust the counts or provide an explanation.

### **Part E - 12-month Unduplicated Count**

Calculate grand totals for men and women by student level. The total 12-month unduplicated count for undergraduates, graduates, and first-professionals must be greater than or equal to the corresponding totals from prior year's fall enrollment shown in Part A. Respondent must either correct the data or enter an explanation

If a value is entered in Part E for a student level which did not have prior year's fall enrollment, the respondent must either correct the data or enter an explanation.

### **Part F - 12-month Instructional Activity**

Based on the institution's selection on the first screen, credit hour or contact hour activity must be greater than zero; requires an explanation if fails. Institutions must report activity greater than zero and at levels consistent with Part A fall enrollment reported. Respondent must either correct this or enter an explanation.

Using the corresponding unduplicated counts from Part E, credit and contact hours per person are computed. Instances with these ratios outside expected limits will be flagged. Details below. Respondent must either correct this or enter an explanation.

	Flag if computed per-person hours are:	
Undergraduate contact hours per person	less than 100	greater than 2,000
Undergraduate credit hours per person	less than 3	greater than 36 (semester or four-one-four) greater than 50 (quarter or trimester)
Graduate credit hours per person	less than 3	greater than 60

Student levels reported for unduplicated counts and instructional activity screens should be consistent. That is, if an undergraduate unduplicated count > 0, there should be a value > 0

in one of the undergraduate items for instructional activity.

**Part G - Retention Rates**

Rates entered cannot exceed 100.

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